New Faculty Orientation

Faculty Affairs

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Key Policy and Practice Documents

- Faculty Handbook
- UCAPT Manual
- Viterbi School APT Guidelines
- Viterbi School Faculty Evaluation Policy
- Faculty Load Policy: Junior Faculty Extended Teaching Load Reduction; T/TT Faculty Load Policy, Teaching Faculty Load Policy
- Mid-probationary (Three-Year) Academic Progress Review
- Viterbi Mentoring Programs and Activities, Reference Guides
- Guide to Research at USC
- Conflicts of Interest in Professional and Business Practices; Conflicts of Interest in Research; VSoE Contracts and Grants
- New Faculty Reference Guide to Technology Commercialization
- Graduate Assistant Handbook; Postdoc Scholars Guidelines; USC Libraries
Faculty Handbook*

- Describes current official university policy affecting faculty
- Faculty participation in university governance (Section 2B)
  - Academic Senate, Faculty Councils, Univ./Senate Committees
- Faculty rights and responsibilities (Section 3B and 3C)
  - Academic freedom and responsibilities (teaching, research, service, mentoring)
- Compensation, leaves, and benefits (Sections 3D, 3E and 3F)
  - Sabbatical Leave (paid), Family Care & Medical Leave (12 wk unpaid), Personal/Special Leave (unpaid), Part-time Leave (proportionate pay)
  - Paid Parental Leave (10 wk paid) – see Section 9A
  - Academic year appointments (9 months): no vacation entitlement
  - Fiscal year appointments (12 months): 20 days/yr, 35 days max. accrual
  - Note: 3 days of sick leave annually (compliant w/ HWHF Act of 2014)

* 2017 is most recent version, found at https://policy.usc.edu/faculty/faculty-handbook/
Faculty Handbook

• Conflicts of interest (COIs), outside activities (Sections 3G - 3I)
  – Identify and disclose via https://diSClose.usc.edu/ system
  – If permitted, manage the COI with approved plan
  – Personal COIs – can’t participate in decisions affecting Close Relations
  – COIs in research – reviewed by COI Review Committee (Compliance)
  – Outside Activities – of scholarly worth that in no way detracts from one’s primary responsibilities to, and the prestige of, the university

• Appointment, promotion, and tenure (Sections 4C - 4H)
  – Term of (re)appointment indicated in app’t letter (typically 1, 2 or 3 yrs)
    • Decision rests with Dean (or delegate); other levels of review are advisory
  – TDD in app’t letter; changes only for leaves or special circumstances
    • Tenure decision rests with Provost; all other levels of review are advisory
  – Evaluation follows UCAPT Manual* and/or Viterbi School APT Guidelines

* 2017 is most recent version, found at https://policy.usc.edu/faculty/appointments-promotions-tenure-ucapt-manual/
Faculty Handbook

• Policies Pertaining to Research (Chapter 5)
  – More info in the “Research at USC” orientation session this afternoon

• Providing Safe Educational and Work Environment (Chapter 6)
  – Civility in the workplace: no discrimination, harassment, retaliation
  – Workplace harassment prevention training required every 2 years

• Faculty Grievances (Chapter 7)
  – For violations of rights provided by law or by university policies
  – Informal resolution via department chair (alternatively, VD Fac. Affairs)
  – Formal filing by submitting, in writing, to Academic Senate President

• Faculty Dismissals (Chapter 8)
  – Only for adequate cause
  – Mid-contract terminations not to be confused with dismissals for cause
Faculty Handbook

- Academic and Family Life Balance (Chapter 9)
  - Paid Parental Leave (PPL): for full-time faculty in connection with the birth or adoption of child, and serve as primary caregiver
    - 10 weeks paid parental leave (no obligation for duty during leave period)
    - No teaching obligation during entire semester of approved leave
  - Accommodation for probationary faculty with childcare responsibilities
    - Half-time leave with half-time duties at half pay (up to 2 years) or
    - Reduced teaching & service totaling two courses or
    - Limited period of assistance (lab technician or teaching assistant)
  - Extension of probationary period
    - Birthing or primary caregiver faculty member entitled to TDD extension
  - PPL and TDD extensions will not raise expectations for scholarly output
- Transition from Full-time Work (Chapter 10)
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Viterbi Faculty Evaluation

• Annual faculty evaluation
  – Based on FLP and accomplishments during preceding year
  – Peer review by departmental faculty committee; also by chair (optional)

• Mid-probationary academic progress review (i.e., 3 year review)
  – Improve communication and understanding of criteria for tenure
  – Provide constructive feedback on strengths & weaknesses of research and teaching activities

• Reappointment review (see VSoE APT Guidelines*)
  – Occurs during expiration year of current term, with consideration of whether to initiate promotion process
  – Normally 90 days’ notice given (mid-contract termination or non-renewal)

* 2016 is most recent version, found at https://16mhpx3atvadrnpip2kwi9or-wpengine.netdna-ssl.com/wp-content/uploads/2016/12/APTGuidlines.pdf
Viterbi Faculty Load Profile

• T/TT Load Profile: 40% teaching, 40% research, 20% service
  – Curriculum based on 3-unit course model (currently all dept’s except CS):
    • Junior faculty load: 1 course in yr 1; 2 in yrs 2-5 (research active); 8 units in yr 6
    • Normal load: 9 units if supporting < 2 PhDs; 8 units if supporting >= 2 PhDs; add’l 1 unit reduction if mentor PhD to graduation or buy-out 8.33% of AY time
  – Curriculum based on 4-unit course model (currently only CS):
    • Junior faculty load: 9 courses over the first six years
    • Normal load: 2 courses per year
Viterbi Faculty Load Profile

• Teaching Faculty Load Profile
  – Curriculum based on 3-unit course model: 80% teaching, remainder service
    • 18 units per year (or 6 courses/yr in ITP)
  – Curriculum based on 4-unit course model: 89% teaching, remainder service
    • 5 courses per year
  – Limited research expectations (up to 25% allowed if externally supported)

• Research Faculty Load Profile
  – Default load profile: 95% research, 5% service (includes proposal writing)
  – Effort devoted to externally-supported research obtained by faculty
  – May act as PI on grants; chair Ph.D. committee if Dean approved
  – Limited teaching expectations (typically 1 course/yr; 2 only if preapproved)
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Faculty Mentoring & Development

• Junior Faculty Mentoring
  – “Network of mentors” model
  – Senior faculty mentors assigned to all junior faculty members
    • Mentor-mentee luncheons (up to 2 per semester)
  – Peer mentoring
    • Peer mentoring luncheons (hosted by the School, some by your department)
  – Other mentoring sessions (e.g., with Vice Dean for Faculty Affairs--FA)

• Junior Faculty Professional Development and Recognition
  – Funds to support junior TT faculty travel to key conference/meetings (FA)
  – Funds to support teaching faculty travel to key conference/meetings (DEE)
  – Support opportunities for growth and advancement, recognize & reward achievements, encourage and reinforce continual success